



**Springfield-Greene County Library Board of Trustees
February 20, 2018
Minutes**

The Board of Trustees of the Springfield-Greene County Library District met in regular session on Tuesday, February 20, 2018, at 4:00 p.m. at the Library Center, 4653 S Campbell, Springfield, Missouri. Members of the Board of Trustees were present or absent as follows:

1. Roll Call

	<u>Present/Absent</u>
a. Michele Risdal-Barnes, President and Member:	Present
b. Steven Ehase, Vice President and Member:	Absent
c. Ashley Norgard, Secretary and Member:	Present
d. Derek Fraley, Treasurer and Member:	Present
e. Cindy Waites, Member:	Present from item 3
f. Catherine Moore, Member:	Present
g. Matthew Simpson, Member	Present
h. Andrea McKinney, Member	Absent
i. Bill Garvin, Member:	Present

The President of the Board of Trustees declared that a quorum was present and called the meeting to order.

2. Disposition of Minutes: The minutes of the January 16, 2018 meeting were reviewed.

Moore moved to approve the minutes as presented for the regular session board meeting of January 16, 2018; Garvin seconded. Risdal-Barnes yea, Norgard yea, Fraley yea, Moore yea, Simpson yea, Garvin yea. Motion carried.

3. Standing Committees:

Finance and Personnel Committee: Fraley reported for the Finance-Personnel Committee that met Tuesday, February 20, 2018 at 3:00 p.m.

Fraley reported highlights from the January 2018 financials as presented. Specific documents covered included:

- Monthly Budget Summary Month Ending January 31, 2018
- Discretionary Budgets Expenditures January 2018
- Balance Sheet January 2018
- Cash Flow Report January 2018

Buildings and Grounds Committee: Garvin reported for the Buildings and Grounds Committee that met Tuesday, February 13, 2018 at 8:00 a.m.

Garvin reported highlights including:

- During January the purchase of the new minivan was completed. The total cost came in just under \$27,000.
- In another round of “bad car karma” one of the B&G vehicles was involved in a minor fender bender. We will pay the out of pocket expense of about \$900.
- At the Library Station, the stacks in the teen room have been moved from the center of the room and repositioned along the outer walls to open up the space and improve visibility.
- At Schweitzer Brentwood, staff has been working to clear the trees and vines from along the fence line with our neighbor to the east. Also at Schweitzer Brentwood, some recent sewer issues prompted the examination of the sewer line via camera. A dip in the plumbing line is causing backups. The replacement of at least a section of the line will need to occur. This is not in any way related to the recent construction.
- Last month we renewed our commitment to the Central Street Recycling Center with a \$1,000 commitment. The recycling center is located on Drury University owned property. Drury is no longer able to provide space for the recycling center. Unless another property is found at a nearby institution it might be disbanded.
- We received an updated quote of \$199,600 from Envisionware for the 24-7 Library. This new quote is good through June 2018. An additional \$21,000 will be spent on implementation. The Friends of the Library have agreed to fund the project, and we have applied for a \$40,000 LSTA grant to offset some of the cost. We are on schedule to place the order in May.
- At the Library Center, the carpeting under the main stacks area needs to be replaced. The carpet in that area is original to the branch. Grooms is providing the carpet bids. There is a possible project to develop the property south of the Library Center, and we have been approached by developers to possibly sell part of our property.

Programs-Service-Technology Committee: Moore reported for the Programs-Services-Technology Committee that met Wednesday, February 14, 2018 at 8:30 a.m.

Moore reported highlights including:

- A presentation was made by Renee Brumett about Board Statistics. Each month in the board packet, we are given a wealth of statistics. Renee presented some different ideas for how those measurements can be presented and formatted in the future. The new format would be more of a dashboard approach with an emphasis placed on visual presentation. This topic will be further explored during the upcoming Board retreat.
- A presentation was made by Brian Grubbs about scanning services that are currently available at the library. Much of the discussion revolved around the digitization efforts of the library. Patrons are welcome to use the in-house scanning equipment on their own at no cost without staff assistance. Brian proposed the local history department could offer scanning services at a cost rather than through the self-service model. The department is already very busy and manpower may be a factor. Other libraries offer public scanning at no cost, as well as, providing self-service.

4. Report of the Director:

Cooper highlighted many items from the Executive Director’s Report for February 2018. Please see *Executive Director’s Report* for February 2018.

Cooper asked Associate Director Jim Schmidt to give a late-breaking update on the PILOT issue (City Council Bill 2018-015). Schmidt reported that last Monday night at Springfield City Council meeting, the issue was remanded to the Finance and Administration

Committee meeting on Wednesday, February 14. At Wednesday's meeting Sarah Kerner, Director of Economic Development, began by giving some background of the PILOT program. The change is a Workable Program and consists of a metric that is applied to a development wanting to use a Chapter 99 abatement. The city wishes to keep PILOT money collected through a Chapter 99 abatement to be used to help facilitate redevelopment of blighted areas. Chapter 99 only applies to areas determined to be blighted. All of the taxing districts at the meeting expressed opposition to this idea. All of the taxing districts wish to continue to receive any PILOT revenue collected by the City. Property tax is frozen during redevelopment. When the development is completed tax is collected at the previous valued rate 10 years. Schmidt reported lots of debate among the councilmen. As it stands post-meeting, the issue will go to City Council on February 26th with stipulations in place. Jim will share this information with the Board when the final language is released for council bill #2018-015. The biggest objection taxing districts have is that this process might increase the usage of the abatement process which would reduce our money in the long haul.

5. Foundation Update:

Foundation Board member Bruce Robison was introduced. Robison volunteered to attend today's Library Board meeting. Robison briefly explained that the Library Foundation had a great meeting on the 22nd of January at the Library Center. Robison volunteered to attend the Library Board's March 20th meeting to report on the Foundation's activities.

Development Director Melissa Adler shared updates with the group. The Heart campaign is going well! Adler explained that by Thursday the 15th of February, we had raised \$6,200 towards the goal of \$10,000. We have examined the 2016 and 2017 end of year mailing lists, and we have asked the Foundation Board members to personally reach out to those on the list who didn't give in the 2017 campaign. For the upcoming wine-tasting event, 26 tickets have been sold. That is a very good turnout and included lots of new names and faces.

6. Old Business:

none

7. New Business:

General Conduct Policy. Associate Director Schmidt explained that branch managers have asked for clarification within the General Conduct Policy as to the definition of service animal as it is defined by the Americans with Disabilities Act (ADA). Updating our policy wording to match that of the ADA will make the policy easier to explain to the public and will stand the test of time. The suggested wording within the section of behaviors and actions prohibited on Library property would now read "Bringing animals inside Library facilities, except service dogs and, where reasonable, miniature horses, as defined by the Americans with Disabilities Act."

Norgard moved to revise the general conduct policy with the revision as written. Simpson seconded. Risdal-Barnes yea, Norgard yea, Fraley yea, Moore yea, Simpson yea, Garvin yea, Waites yea. Motion carried.

8. Miscellaneous Items

Norgard expressed her thanks to library staff members, Jessie East, Stephanie Smallwood, Nancee Dahms-Stinson, Brian Grubbs, and Katie Hopkins for their

presentations to the 33rd class of Leadership Springfield's last education and lifelong learning day. All represented the library in the best light with general good will in the community.

Adjournment to Closed Session: There being no further business, Risdal-Barnes called for a motion to adjourn the regular session and go into closed session citing Missouri Revised Statute 610.021 subsections 1 and 13. Norgard seconded.

Roll call vote on adjourning to closed session: Risdal-Barnes yea, Norgard yea, Fraley yea, Moore yea, Simpson yea, Garvin yea, Waites yea. Motion carried.

The regular session was adjourned at 4:50 p.m.

Board of Trustees

Business Office Manager